

Background checks (non-student employees) - Background checks help to ensure a safe work environment and the protection of key organization assets, including people, property, and information. Candidates hired into critical positions have sensitive administrative/programmatic/managerial duties and responsibilities that could potentially cause human, financial or property loss or other significant risk to the University are required to have a background check completed prior to starting employment.

They are processed by appointment at the the UCSD Human Resources Department. Live Scan will be used for DOJ (Department of Justice) and FBI checks. Background checks are for paid by the hiring department.

More information and Forms for Background checks:

<https://blink.ucsd.edu/HR/supervising/hiring/background/forms.html>

DOJ (California-only check) \$55.00

DOJ & FBI (National check) \$72.00

Background checks (student employees only)- Must first be cleared by Career Services' Student Employment Office by submitting an email request containing: Student Name, PID, and Job number the student is being hired on. Upon approval from student employment, background check forms will be completed. This process is completed by the Student Life Human Resources Office (SLHR) Office.

FTE- Full-time equivalent, also referred to under the acronym FTE, is a standardized unit of measuring working hours for those who work part-time. Employees who work full-time are referred to as 1.0 and those who work half-time are referred to as 0.5.

KSA - KSA is an acronym for Knowledge, Skills and Abilities. When reviewing candidate applications, KSAs are be used as a form of measurement to assess how capable each candidate would be.

Pay Status – Includes Sick leave, extended sick leave, vacation, compensatory time off, military leave with pay, administrative leave with pay; holidays. Overtime and on-call hours will not be considered as hours on pay status when determining the 1,000- hour threshold for conversion of limited to career status.

Phone Screening (also referred to as Pre-Screening) - typically done after application screening to narrow down and confirm interview pool. It involves a brief round of questions to ensure they qualify for the role. Phone Screenings are done by the Student Life Human Resources (SLHR) Office.

Pre-screening Questions - pre-screening questions help to save time and resources by narrowing down the prospect list to the most qualified candidates. Questions typically aim to confirm the following:

- *Confirm the candidates continued interest*
- *Discuss salary expectation and/or limitations*
- *Inform the candidate that references checks are part of a complete recruitment process, should they be the successful candidate.*
- *Ask clarifying questions of the applicant (i.e. breaks in employment)*
- *Get a general idea of dates/times that candidate is available to interview.*
- *Answer any questions the candidate may have*

Qualifications - the requirements for the position; typically includes education, years of experience, certifications, language requirements, skills, etc.

Reference check - a due-diligence process in which the hiring manager will call and interview references to gain further insights into the candidate's behavior and employment history. Student Life's policy is to contact the current or past supervisor's only.

1 reference check with **current supervisor** is required if employee has been in current position for past 5 years.

-or-

2 reference checks with the **current and former supervisors** are required when candidate has held more than one position within last 5 years.

In some situations, employers will only provide dates of employment. In those cases, we may ask the candidate for alternate information. Please contact the Student Life Human Resources Office to discuss.

More information on How to Conduct a Reference Check:

<https://blink.ucsd.edu/HR/supervising/hiring/background/conduct.html#>

Talent Pool - A talent pool is a collection of candidate profiles that have the required qualifications and skills and are interested in working for your company.

Types of Hiring Appointments -

Career: An appointment established at a fixed percentage of 100% (full-time) of 1 year or longer. Career Appointments should be filled through the open recruitment process.

Limited/Short Term Exception (STE): 40% or less, fixed or variable appointment. With an expected duration of 12 months or less, or not exceed 875 hours on pay status. Prior students are eligible for hire as an STE. An extension of this appointment must be reviewed and approved by Human Resources Department Records and must not exceed 875 hours on pay status.

Student: To be eligible to work on-campus, students must pay UCSD Student Services Fees each quarter working (must pay Spring UCSD student services fees or be a new or readmit UC student Fall quarter to work summer). Students who withdraw from Spring Quarter and do not receive a full (100%) refund may be eligible to work for the remaining of Spring Quarter with the possibility to work during the summer. Follow up with Student Life HR for more information. Students who have studied abroad do not pay fees directly to UCSD and may not work until proof of enrollment at UCSD. A student who studies abroad during Spring Quarter or Spring Semester cannot work during the summer.

More on Student Employment: <http://www-hr.ucsd.edu/qwl/policies/pdf/JOP21Appointment.pdf>

Student to Staff: Undergraduate/Graduate Student to a limited or Career appointment. Student employee must be currently enrolled as a regular student and have been employed in the hiring department for at least 3 consecutive quarters (not including summer). Must be reviewed and approved by the Job Opportunities Program (JOP) Office and Human Resources Department Records Unit. Then student to staff appointments may be converted to career status.

Temporary Employees: Hired by UCSD Temporary Employment Services (TES), Temporary employees perform clerical, administrative, and technical duties for UCSD departments during interim periods. They have completed a thorough screening process: reference checks, computer skills assessment, and interviews with placement coordinators. Temporary Employees can be requested by departments via: <https://tesonline.ucsd.edu/>